

DEPARTMENT OF CHILDREN AND FAMILY SERVICES
WAIVER OF REQUIREMENT TO USE RENTAL CAR FOR TRIPS
Travel Trip Cost Effectiveness Formula

1. Name:

2. Personnel Number:

3. Section Name:

4. City & State Traveling From:

5. City and State Traveling To:

6 Projected Number of Miles to be Traveling:
 (@ \$0.51 per mile)

7. Total Projected Cost of Miles Traveling Utilizing Personal Vehicle: \$

Utilize Worksheet in Instruction

Projected Travel Cost Utilizing Rental Vehicle:

8. Total Projected Overtime Hours:

9. Rate of Pay: \$

10. Projected Cost of Overtime Hours:

11. Number of Days Renting Vehicle:

12. Car Rental Cost Per Day:

14. Projected Cost of Refueling Car Rental Vehicle: \$

Total Projected Cost Utilizing Rental Vehicle: \$

Note: If “Total Projected Cost of Miles Travel Utilizing Personal Vehicle” is less than the “Total Projected Cost Utilizing Rental Vehicle” then the exemption from this requirement to rent a vehicle may be authorized.

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